

REPORT SUMMARY

Montana State University All Campuses

We performed a financial-related audit of Montana State University (all campuses), for the two fiscal years ended June 30, 2007. This report contains five recommendations relating to land grant income, termination procedures, criminal background checks, confidential records disposal, and automotive job cost procedures.

The listing below serves as a means of summarizing the recommendations contained in the report, the department's response thereto, and a reference to the supporting comments.

Recommendation #1

We recommend the university:

- A. Develop a plan to restore the funding for MSU-Bozeman lost through transfers of land grant income to campuses other than MSU-Bozeman.
- B. Continue tracking disbursements of land grant income to limit its use to support only MSU-Bozeman, as required by federal law.6

University Response: Will Implement..... A-4

Recommendation #2

We recommend the university:

- A. Revise its termination policy at MSU-Bozeman to assign staff the responsibility for review of employee completed termination checklists prior to issuing a final paycheck.
- B. Adopt and follow a written termination policy at MSU-Billings to ensure employees meet all obligations to the university.7

University Response: Concur A-4

Recommendation #3

We recommend the university expedite criminal background checks at MSU-Bozeman for all positions for which they are required by campus policy.8

University Response: Concur A-4

Recommendation #4

We recommend the university strengthen procedures designed to reduce the risk of unauthorized access to confidential student information as required by federal law.9

University Response: ConcurA-5

Recommendation #5

We recommend the university:

- A. Establish oversight of its automotive program at MSU-Northern to ensure management administers the operation in compliance with campus policy.
- B. Create work orders and charge fees at MSU-Great Falls automotive shop in compliance with campus policy..... 10

University Response: ConcurA-5